



OIS 85-255

7 JUN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: Follow-up on Excellence Suggestions

REFERENCE: Memorandum to the DA Office Directors from the DDA,
dated 30 May 1985, Same Subject

1. In response to the suggestions on Excellence submitted by the DDS&T to the Executive Director on 31 October 1984, OIS commented on the items concerning Review of Regulations and Policy and Control of Unclassified Material. Additional comments are submitted as a follow-up.

2. Review of Regulations and Policy: The suggestion to delegate authority to the lowest effective level continues to have considerable merit and probably is one of the most important keys to the pursuit of true excellence in the Agency. As we said before, to accomplish this each Deputy Director and Head of Independent Office should review his own operations and recommend delegations of authority as appropriate. Such delegations would be made official by incorporating them into the Agency regulatory system.

3. Control of Unclassified Material: Continuing to be aware of the usefulness of family-related Employee Bulletins, OIS has been working with the initiators to publish as many as possible that are unclassified and without control markings. So far in 1985 we have managed to publish about 20 percent of our Employee Bulletins in such format. It must never be forgotten, however, that as an intelligence organization the Agency often has good reasons for placing controls on seemingly innocuous publications. Some of these reasons were set forth in our response of 17 January 1985. We also stated that because of the unique activities of the Agency, some unclassified information, even family-related, is not appropriate for unrestricted circulation or for general public knowledge.

We cited an example of an Employee Bulletin on the Employee Assistance Program that would fall into this category. The possible compromise of employees under cover taking a Bulletin home is another reason for controlling its removal from Agency buildings. The determination of whether to place a control marking on an Employee Bulletin, therefore, always is based on a multitude of considerations, some of which are conflicting. Within this framework we are committed to pursue the suggestion whenever possible.



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